

# **3 FAM 2150**

## **PERSONNEL REVIEW PANEL (PRP)**

*(CT:PER-700; 07-29-2013)  
(Office of Origin: HR/ER/CSD)*

### **3 FAM 2151 GENERAL INFORMATION**

#### **3 FAM 2151.1 Scope**

*(CT:PER-700; 07-29-2013)  
(State Only)  
(Applies to Civil Service Employees)*

The Personnel Review Panel (PRP) is established to consider the suitability of cases referred for review by the Bureau of Diplomatic Security (DS). The chairperson of the panel collects relevant materials and presents the information to the panel for its review. The PRP renders the final decision regarding suitability on all applicants specified in 3 FAM 2151.2.

#### **3 FAM 2151.2 Applicability**

*(CT:PER-700; 07-29-2013)  
(State Only)  
(Applies to Civil Service Employees)*

This subchapter applies to all applicants for Civil Service employment.

### **3 FAM 2152 PANEL MEMBERS**

*(CT:PER-700; 07-29-2013)  
(State Only)  
(Applies to Civil Service Employees)*

- a. Personnel Review Panel (PRP) members consist of a representative from each of the following offices:
  - (1) Bureau of Diplomatic Security, *Office of* Personnel Security *and* Suitability (DS/*SI*/PSS);
  - (2) Bureau of Human Resources, Office of Recruitment, Examination and Employment (HR/REE); and
  - (3) Bureau of Human Resources, Office of Employee Relations, Conduct, Suitability, and Discipline Division (HR/ER/CSD).

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b. An additional member of the Conduct, Suitability, and Discipline Division (HR/ER/CSD) chairs the PRP. The PRP Chair votes only in the absence of one of the three panel members. A representative of the Office of the Legal Adviser, Office of Employment Law (L/EMP), serves as a nonvoting adviser to the PRP.

## **3 FAM 2153 NEGATIVE SUITABILITY DECISIONS**

*(CT:PER-700; 07-29-2013)*

*(State Only)*

*(Applies to Civil Service Employees)*

An applicant who receives a negative suitability decision is notified in writing of the Personnel Review Panel's intent to terminate the applicant's candidacy *or selection* for the position *in question* and the reasons underlying *that* decision.

### **3 FAM 2153.1 Applicant's Response**

*(CT:PER-700; 07-29-2013)*

*(State Only)*

*(Applies to Civil Service Employees)*

- a. *An applicant is* provided 15 (fifteen) calendar days from receipt of the notice of the Personnel Review Panel's (PRP) intent to terminate *his/her* candidacy *or selection for the position in question* to submit a written response requesting reconsideration of the PRP's decision.
- b. An applicant may submit a written request for an extension of the response deadline. The PRP Chair will approve the request if he or she determines it to be reasonable.

### **3 FAM 2153.2 Request for Reconsideration**

*(CT:PER-700; 07-29-2013)*

*(State Only)*

*(Applies to Civil Service Employees)*

An applicant who elects to request reconsideration of the Personnel Review Panel's (PRP) decision to terminate the applicant's candidacy should submit a written request to the PRP Chair addressing the information cited by the PRP in the *adjudicative summary* worksheet enclosed with the notice. The PRP will review any additional information contained in the applicant's written response.

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**3 FAM 2153.3 Final Decision**

*(CT:PER-700; 07-29-2013)*

*(State Only)*

*(Applies to Civil Service Employees)*

- a. If an applicant submits an appropriate request seeking reconsideration, the Personnel Review Panel (PRP) will review any additional information contained in the request for reconsideration, render a final decision on the applicant's candidacy for the position based on suitability grounds, *and notify the applicant in writing*.
- b. If an applicant does not submit a written response requesting reconsideration within the prescribed timeframe, the negative decision will become final upon the expiration of the timeframe to request reconsideration.
- c. Final negative decisions by the PRP will be documented in the individual's Bureau of Diplomatic Security (DS) file. These decisions are subject to review by the Director General only under exceptional circumstances, and after obtaining a determination by DS that the individual would be eligible for a security clearance.

**3 FAM 2153.4 Discretionary Review by the Director General**

*(CT:PER-700; 07-29-2013)*

*(State Only)*

*(Applies to Civil Service Employees)*

At his or her sole discretion, the Director General of the Foreign Service and Director of Human Resources (DGHR) may re-adjudicate a final negative decision rendered by the Personnel Review Panel (PRP). Re-adjudication by the Director General is not an appeal right. The PRP Chair will notify the Bureau of Diplomatic Security (DS) if the negative decision is reversed and a written justification for the reversal will be documented in the individual's DS file.

**3 FAM 2154 DIPLOMATIC SECURITY  
NOTIFICATION**

*(CT:PER-700; 07-29-2013)*

*(State Only)*

*(Applies to Civil Service Employees)*

When the Personnel Review Panel (PRP) renders a negative suitability decision, the Bureau of Diplomatic Security (DS) will be notified in writing. When the PRP renders an affirmative decision, DS will be notified and adjudicate any security

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issues that may exist *in accordance with policies and procedures applicable to the provision of security clearances.*

## **3 FAM 2155 THROUGH 2159 UNASSIGNED**